Information Services
Communication Services

OC Analog Line Survey Form
For Philip Morris USA

If this is for a modem, please forward onto IS Security Mangement for approval. When completed and signed, fax this form to Communication Services at x43571, and send the original to Bill Savage, OC-Bsmt.

Requester & Extn: Mike Smith x46789 **Type of Request (Add/Move/Other):Add**

Group/Department/Person(s) who will be using this line: Mary Cook

User(s): Contractor **or PM employee X** **Cost Center A23**

Business Justification (why is this required; include project name if applicable): ABC Department will be using the fax machine to communicate with vendors and PM personnel.

Analog extension number (leave blank if new): **Jack number where installed:OAW3314**

If this line is for a FAX, can you use an existing analog line in the area? No, there are no analog lines in area.

How will access to the line be controlled or secured? Fax machine will be in an open cubicle area (no securable office area available). Manager will take responsibility for use of this fax line.

Type of equipment involved:

	MFG/MODEL#	MFG/MODEL#
FAX:	**Canon, model XYZ**	**MODEM:**

Other (what will be connected to this line?): fax machine

Is the equipment a PM Asset? Yes X No ; If yes, provide serial # 1234ghj5789

If applicable, what is the communications software being used? n/a

Is communication asynchronous or synchronous? n/a

How many connections will be made per day? 5-10 **What is the speed of transmission? n/a**

What is the average length of each session? 2 min. **What time of day will calls be made? daytime**

Direction of calls: Inbound **Outbound** **Both X Anticipated disconnection date? n/a**

PM Manager Approval (Print Name & Sign) John Doe John Doe **Date:** 6/19/00
(PM Manager who will be taking responsibility for the use of the line)

User Manager Approval (Print Name & Sign): _____ **Date:** _____
(If different than the PM Manager assuming responsibility)

I.S. Security Manager Approval (Print Name & Sign): _____ **Date:** _____
(Required for all PC/Laptop/notebook modem requests)

Rev. 6/00

PM3000396341

Source: https://www.industrydocuments.ucsf.edu/docs/xtdl0001